

To:  
Dentists  
HMOs and Other  
Managed Care  
Programs

## How to Submit Multiple-Page Paper Dental Claims

This *Wisconsin Medicaid and BadgerCare Update* contains instructions for submitting multiple-page paper dental claims and provides information on the benefits of submitting claims electronically.

The instructions in this *Update* replace any instructions previously published by Wisconsin Medicaid.

### Instructions for Submitting Multiple-Page Paper Dental Claims

Wisconsin Medicaid recognizes that the number of dental procedures performed on a recipient on a single date of service may exceed the number of details (line items where information about the services provided is indicated) available on a paper claim form. In such circumstances, providers may submit multiple-page paper claims containing up to 25 total details.

When submitting multiple-page paper dental claims, follow these instructions:

- Use the same type of paper claim form for all pages of the claim. The allowable paper claim forms are the ADA 2000, the ADA 2002, and the CMS 1500.
- Complete all of the claim form information on each page, including, but not limited to, the provider's identification number, the recipient's name, and the recipient's identification number.

- Staple additional pages behind the first page of the claim.
- Indicate the total amount billed for the entire claim on the last page of the claim.
- Mail multiple-page paper claims to the following address for specialized handling:

Wisconsin Medicaid  
Multiple-Page Dental Claims  
Ste 22  
6406 Bridge Rd  
Madison WI 53784-0022

*Note:* Single-page paper dental claims should continue to be sent to:

Wisconsin Medicaid  
Claims and Adjustments  
6406 Bridge Rd  
Madison WI 53784-0002

### Wisconsin Medicaid Encourages Providers to Submit Claims Electronically

Providers may submit claims containing up to 50 details on electronic dental claims. Electronic claims submission:

- Reduces clerical effort.
- Reduces billing and processing errors.
- Allows flexible submission methods.
- Adapts to existing systems.

For more information about submitting electronic dental claims using the 837 Health Care Claim: Dental transaction, contact the EDI Helpdesk by telephone at (608) 221-9036 or by e-mail at [wiedi@dhfs.state.wi.us](mailto:wiedi@dhfs.state.wi.us).

### **Information Regarding Medicaid HMOs**

This *Wisconsin Medicaid and BadgerCare Update* contains Medicaid fee-for-service policy and applies to providers of services to recipients who receive their dental benefits on a fee-for-service basis. For Medicaid HMO or managed care policy, contact the appropriate managed care organization. Wisconsin Medicaid HMOs are required to provide at least the same benefits as those provided under fee-for-service arrangements.

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at [dhfs.wisconsin.gov/medicaid/](http://dhfs.wisconsin.gov/medicaid/).

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